



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: March 21, 2016
CC: All Departments



Town Administrator: Work continued on the new website format this past week and the new version should be up and running soon. I met with Superintendent Noyes to discuss the proposed date and agenda for the next joint Select Board and School Board meeting. A tentative date of April 21st at 4 p.m. work session has been set. The marketing proposal and guidelines for the joint sub-committee will be on the proposed agenda. I met with newly elected Town Moderator Harry Blood to review some of the facility issues that came up at the Academy during Town Meeting. I attended the monthly meeting of the Municipal Managers Association which included an informative presentation on succession planning. On Sunday I met with Road Agent Kinmond to discuss personnel matters, capital projects, and purchases approved at Town Meeting. Finally, the Select Board will meet on Thursday starting at 4 p.m. for a work session. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: In managing our woodchip pile and gaining some revenue, the crew loaded out 7 tractor-trailer loads of wood chips that were hauled out to a power plant this week. The crew did cold patching on Town paved roads as needed. The crew continued to rake and grade gravel roads on Bodge Hill, Evans, Wentworth Shores, Jeremiah Smith, Blake, Lee's Mill and Ben Berry Roads. The crew made some winter repairs to the Kerrie Court cul-de-sac, and fixed the fence post that was damaged by a plow on Swallow Point. At the scene of the truck roll over on Wentworth Shores Road per the owner's request, the spilled sand was cleaned up and the marred tree was cut down leaving the firewood for the resident. The crew cut the pavement for a catch basin on Paradise Drive for repair as well as the pavement at Land's End and Old Long Island Road in preparation for the repair needed there. The Pathway has begun to be swept for the seasonal walkers and bikers. The crew worked on a repair to the Long Island no parking sign, and cleaned up a tree top on Old Route 109 and Lee Road as well as at the Playground. The contract mechanic worked on truck#10, the backhoe was cleaned inside and out, truck #7 had a spring repaired and a the GT950 mini loader was left at the Highway Garage for us to test out by E.W. Sleeper. The crew checked trucks, installed sanders and plows in preparation for the possible nor'easter that may hit us on Sunday night into Monday morning hours. Agent Kinmond was in communications with the Town Administrator on 2016 Road Projects, and items for purchasing and met with him on personnel matters, and to organize and pull personnel files for records merging at Town Hall.

Facility & Grounds Division: The crew delivered 10 cases of water to Town Hall and 10 cases to the Fire Department. Building checks were done and recyclables and trash were collected. The crew checked water softeners adding tablets where needed. Water was added to the drains at the PSB and the make-up air unit was started at the PSB and the Highway Garage. The crew began the spring clean-up at the Playground. The crew picked up materials from Town Meeting at the MA auditorium. Facility TL Kepple and Grounds Emerton held a spring meeting to discuss and plan for the start of the grounds maintenance season and scheduling. Aquatherms and thin ice signs were removed from Lee's Mill and staff assisted with some sign/plywood cutting for the FD. The crew adjusted outside lighting timers for the springtime change. TL Kepple, TA Johnson and the town engineer all met at the WMF to discuss the single stream project.

WMF Division: We shipped out 1 MSW, 1 C&D, and attended a Primex webinar. Single stream construction is moving forward.

Other Items to Report: DPW Office Clerk Hoyt and WMF attendant Filpula, both JLMC members, attended a Primex webinar discussing what is expected of a JLM Committee. A Primex version on a checklist for property building and area safety was printed which will be used in the coming week at the Highway Garage for its annual safety check. Also through the webinar they learned how to sign on to "P3" which is a tool compiling claims data, trends and analysis in an effort to avoid future costs and claims associated with possible accidents and injuries.

Moultonborough Police Department: The Moultonborough Police Department recorded 417 log entries, which included the following calls for service, 34 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 5 arrests, 3 complaints, 2 MV Accidents, 7 MV Complaints, 7 residential alarms, 4 commercial alarms and 1 K-9 complaint.

Training: Mar. 14th – Mar. 18th, Off. Pare attended the Police Academy. Mar. 16th - Mar. 18th, Off. Melanson attending RAD training.

Moultonborough Fire Department: Year to date there has been 157 calls for emergency service. For the period of 3/11/16 to 3/17/16 there were 12 calls for service: (6) Medical Emergencies, (1) Grass Fire, (1) Lift Assist, (1) Aircraft Standby, (1) Public Service Call, and (2) Good Intent Calls. Moultonborough Fire Rescue gave assistance on one mutual aid call to Sandwich.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:48 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:00 min.

Overall Average Day Time Manpower per incident: 3 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:15 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Operations: 3/12 & 3/13: FF Brian Searles attended Juvenile Fire Setter training at NH Fire Academy. 3/14: Work detail at Central Station. 3/12, 3/13 & 3/15: FF Barbara Beede and Lt. Time Woods attended EMT refresher training. 3/16: Chief Bengtson attended Building Construction training in Tilton. 3/16: Warden and Deputy Warden training. 3/17: EMS Continuing Education training on cardiac rhythm recognition. 1 Insurance information request;

1 Request for information; 1 Suprabox installation; 2 Fire permits issued ; 1 E-911 address verification.

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last Wednesday, the Boston Flower Show Trip was well attended, and the trip was a success. The next adult trip will be on May 10, when we travel to Boston for a walking tour of the North End “Little Italy”, with stops and food tastings at local restaurants along the way. The spring session of the CATCH program begins this Wednesday, March 23 for grades k-3. CATCH will meet every Wednesday after school through April 20. T/Ball and Softball registrations are currently being accepted at the Rec. Dept. and registrations will remain open until April 7. The 2016 Summer Brochure is in the process of being finalized. We hope to have it online by the first week of April, and in hard copy the first week of May.

Important Dates to Remember

Board of Selectmen’s Work Session, March 24, 2016, 4 PM

Board of Selectmen’s Meeting, April 7, 2016, 7 PM

Board of Selectmen’s Meeting, April 14, 2016, 7 PM

Board of Selectmen’s Work Session & Joint BOS/School Board Com., April 21, 2016, 4 PM

Board of Selectmen’s Meeting, April 28, 2016, 7 PM

Staff Meeting, Tuesday – April 5, 2016, 9:00 AM